



May 5, 2010

Kam Lou Lopez, Emergency Program Director  
Center for the Pacific Asian Family, Inc.  
543 North Fairfax Avenue, #108  
Los Angeles, CA 90036

**SUBJECT:** Performance Assessment Report  
**GRANT AWARD NO.:** DV09241001 & DR09011001  
**RECIPIENT NAME:** Center for the Pacific Asian Family, Inc.

Dear Ms. Lopez:

Thank you for your time and cooperation during my April 8, 2010 Performance Assessment of the Domestic Violence Assistance (DV) program and Domestic Violence Recovery Act (DR) program grants for your agency. As discussed at our exit interview, your agency was found to be in compliance with the requirements set forth in the Cal EMA Recipient Handbook and Grant Award Agreements, with the exception of the following:

- **Proof of Authority**

Finding: Project did maintain a copy of documentation or proof of authority for the agency's Executive Director to execute into grant award agreement(s) with Cal EMA.

Citation: Cal EMA Recipient Handbook (RH) section 1350 states, "Cal EMA has incorporated Proof of Authority into the Certification of Assurance of Compliance, Section VI, titled 'Proof of Authority from City Council/Governing Board.' All recipients, except for State Agencies, are required to obtain written authorization from the city council/governing board that the official executing the agreement is, in fact, authorized to do so (e.g., a Resolution, pertinent Minutes, or a letter from the Board Chair). Recipients must maintain this written authorization on file and make it available on demand."

Corrective Action: Please obtain formal authority as outlined in the above-referenced citation, and submit copy of such to Cal EMA **July 5, 2010.**

Enclosed please find a copy of the completed "Performance Assessment/Site Visit Report" form following my visit, for your review. Please sign the cover page and return the signed original cover page to me by June 1, 2010, as confirmation of receipt of this performance assessment report.

Again, I appreciate your time and hospitality during my visit with you and your agency staff. If you have any immediate questions or concerns regarding this matter, please don't hesitate to contact me at 916.324.9221 or via e-mail to [michelle.mahon@calema.ca.gov](mailto:michelle.mahon@calema.ca.gov)

Sincerely,

Michelle Mahon, Criminal Justice Specialist  
Domestic Violence Section

Enclosure

c: Debra Suh, Executive Director, Center for the Pacific Asian Family, Inc.  
Cal EMA R&R Logistics